

Custodial, Labor and Trades Branch
Plant Maintenance and Operation Group
Water Supervisory Series

EPWU WASTEWATER PLANT
ASSISTANT SUPERINTENDENT
3/04 (AIS)

General Purpose

Under general supervision, supervise coordination of ongoing wastewater treatment operations and maintenance activities of an assigned plant.

Typical Duties

Plan, direct and review day to day plant operations in accordance with Federal and State requirements and departmental procedures. Involves: Inspect plant and monitor operations through all wastewater treatment process stages. Take appropriate action to correct equipment and treatment deficiencies. Respond to emergencies and determine remedial action. Monitor sewage and water sample data. Analyze laboratory tests of effluent prior to injection or release. Make adjustments to meet or exceed regulatory requirements. Regulate chemical dosages applied to sewage during treatment. Check for unusual noxious odors and other requirements to ensure compliance with wastewater treatment regulations.

Plan, direct and review wastewater treatment equipment maintenance and repair. Involves: Monitor plant equipment to identify malfunctions. Recommend repair or replacement of components and equipment. Verify blowers, aeration systems, clarifiers, digestion equipment, mixers or similar mechanical equipment repairs. Check work to ensure repairs and adjustments have been completed. Inspect electrical equipment for overloads, shorts, loose connections, and power loss. Schedule and implement preventive maintenance programs. Ensure operating condition of available standby equipment. Maintain inventory and requisition supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, as assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes.

Knowledge, Abilities and Skills

- Comprehensive knowledge of wastewater treatment plant operation, maintenance and repair principles, practices and procedures.
- Considerable knowledge of various wastewater treatment equipment including nitrification reactors, chemical flocculation chambers, flash mix tanks, oxidation chambers, clarifiers, sludge thickeners, ion exchangers.
- Considerable knowledge of wastewater treatment chemicals and compounds used in wastewater treatment processes, including those used in tertiary processes.
- Considerable knowledge of Federal, State, local and Utility wastewater plant processing and effluent quality rules and regulations.
- Good knowledge of supervisory techniques, work conduct and attendance standards, and safe work practices.
- Good knowledge of operator certification requirements.
- Ability to plan, layout and complete installation, modification and repairs of wastewater treatment plant equipment.
- Ability to read and interpret technical manuals, blueprints and other documents used to install, adjust and set various meters, gauges, and similar devices.
- Ability to read and comprehend federal, state, and City wastewater and sewage treatment laws, rules and

regulations.

- Ability to evaluate wastewater plant operations and recommend adjustments.
- Ability to make quick and sound decisions in emergency situations.
- Ability to calculate chemical formulas, and labor and materials cost estimates.
- Ability to plan, assign, supervise, train, review and evaluate work of assigned personnel.
- Ability to impartially enforce and comply with personnel rules and regulations, standards of conduct and work attendance and safe working practices and procedures.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, regulatory agencies, and the public.
- Ability to maintain records and prepare reports.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

Other Job Characteristics:

- Frequent exposure to moving machinery and equipment, chemicals, fumes, unpleasant odors and materials common to the treatment and operation of wastewater treatment plant and laboratory.
- Occasional lifting and carrying of moderate weight objects (up to 50 pounds).
- Occasional exposure to adverse weather conditions.
- Occasional climbing of ladders.
- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to a combination of a high school diploma or General Education Development (GED), plus six (6) years wastewater treatment plant operations and maintenance work, including three (3) years experience at the level of a Wastewater Plant Technician II.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state by time of appointment.
- Texas Commission on Environmental Quality (TCEQ) "B" Wastewater Certificate of Competency by time of appointment.

Special Requirements:

- Subject to working a rotating shift schedule including weekends and holidays.
- Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director

Department Head